



## *planning & building* ..... *news*

# New Process in Town – Rapid Review

After several months of testing, Chula Vista's Planning Division has received the green light to implement its new Rapid Review service. This new way of processing applications will officially begin October 3 and can save a significant amount of time—up to 30 days on the processing of permit applications.

Rapid Review starts before an application is submitted. *A Rapid Review appointment will be required for all new applications to Planning.* For the Rapid Review appointment, bring a completed application form, supporting documents, and the required

number of plans. Please invite the project architect, engineer or contractor along to answer technical questions. At the appointment, staff will review the prepared application package while you wait, to ensure all the information needed to process the application is included. If the application package is complete, the application will be accepted and processed. If items are missing, you will be given a list of what you need to get back on track. No longer will you need to wait to hear back from City staff to find out if the application has all

the information necessary to be reviewed. "This is great news for both applicants and staff. No time will be wasted with missing signatures or incomplete drawings," states Nancy Lytle, Assistant Planning Director. "By identifying the information that might be missing on the front end, before we accept the application, staff can then go straight to evaluating the project. It's a win-win for all involved," says Lytle.

To find out the specific submittal requirements for the permit you need to apply for or to schedule your Rapid Review appointment, please call (619) 585-5621. ■



### *Permits Requiring Rapid Review*

- Conditional Use Permit
- Variance
- Design Review
- Large Family Daycare Permit
- Planned Sign Program
- Tentative Subdivision Map
- Preliminary Environmental Review
- Specific Plans
- Precise Plans

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**OUR MISSION** *is to guide the physical development of the City through the implementation of the General Plan and Building Codes. We are committed to enhancing the quality of life in our community by planning for sound infrastructure and public services, protection of the environment, and promotion of high quality social and economic growth.*



## Get Connected with Planning & Building

### Time Saver

Did you know the Planning & Building Department has most of its forms available online? To help reduce the amount of time you spend at the

Planning or Building counter, you can print the forms you need from your office or home and bring the completed form with you.

Visit our on-line

Development Services Center at [www.chulavistaca.gov/sc/DSC](http://www.chulavistaca.gov/sc/DSC).

### Building Permits On-Line

In an effort to shorten lines at the building counter and to add options for

our customers, the Building Division continues to improve its Internet permitting system. Licensed contractors can use the program to review or request inspections, check permit status and apply for certain residential utility permits. If you are a licensed contractor and have not registered with Velocity Hall, our on-line permitting partner, to access Chula Vista's online permit system, simply complete and submit an Internet Permitting form. After your information is confirmed and entered into the City's database, you will be given instructions for registering with Velocity Hall to begin using the on-line system. The Internet Permitting form is available at the Building public counter or on the web at [www.chulavistaca.gov/sc/DSC](http://www.chulavistaca.gov/sc/DSC), under **Forms**. ■

## Public Counter Moving During Construction

If you've been to the Civic Center recently, you can see the progress that's been made on the construction of the new City Hall building. Completion is expected in November of this year



and the next phase of the Civic Center renovation will begin shortly after.

Constructing phase two of the project will require that all staff and services currently in the Public Services Building for Planning, Building and Engineering be relocated to the old Police Department building on the northeast corner of the civic center complex. This temporary location will provide all of the same services as our current operation while our new Public Services center is constructed. The completion of phase two is estimated to be December of 2006. ■

## Renewal Season is Approaching

All business licenses in the City of Chula Vista expire December 31 each year. Renewal notices are mailed to business owners during December and must be returned with fees due by January 31. Failure to renew before the deadline will result in penalties that begin at 10% of the license fee and increase each month after January—up to 60%. ■

### Tips for a Quick Renewal:

- If you've had a change of mailing address or ownership during the year, contact the Business License staff to update your records. This way your renewal gets to you with ample time to meet the deadline.
- Return your renewal form as soon as you receive it in the mail.
- Make sure you include the fee payment with the completed renewal form
- For questions on your business license or how to renew, call 619-691-5624.

# Long-Range Plan Moving Ahead

Chula Vista is nearing completion of a comprehensive update to its General Plan, the City's long-term "blueprint" for future growth and development. This

before the Planning Commission and City Council are expected to begin in the coming months with adoption anticipated in November.



General Plan Update (GPU) has been a massive effort, including a three-year public outreach program, with four citizen committees, over 70 public meetings, and thousands of public comments.

Look for the formal review process to begin in September, as final revised documents will be released for public review and comment. Public hearings

A program detailing how the updated General Plan will be carried out is to be completed within 120 days of its adoption.

The City has already begun a process for addressing questions likely to arise from the changes. Expect to see detailed plans for particular areas, such as the ongoing Urban Core Specific Plan, and an update of the Zoning Ordinance, to reflect the new General Plan and the latest thinking on how to best manage future growth and development. ■

## Make Sure Your Contractor Measures Up

In California, it's important to know that anyone who contracts to perform construction work valued at \$500 or more for materials and labor must hold a current, valid contractors license. This and other helpful information regarding consumer rights, tips on how to find a contractor, and advice on contracts for construction work are available for free from the Planning and Building counter and the California Contractors State License Board (CSLB).

*Here are some great tips from the CSLB:*

- Hire only licensed contractors.
- Check contractor's license number at [www.cslb.ca.gov](http://www.cslb.ca.gov) or (800) 321-2752.
- Get three references, review past work.
- Get at least three bids.
- Get a written contract, and don't sign anything until you completely understand the terms.
- Pay 10% down, or \$1,000, whichever is less.
- Don't let payments get ahead of work. Keep records of payments.
- Don't make final payment until you're satisfied with the job.
- Don't pay cash.
- Keep a job file of all papers relating to your project. ■



## Eastern Building Office

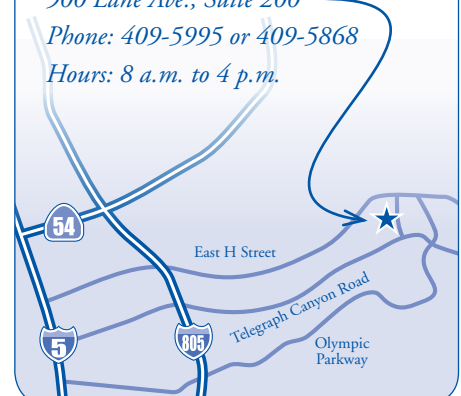
The City of Chula Vista Planning and Building Department has a satellite office located in the East Lake Business Center. This office can issue minor residential building permits that do not require plan submission, such as:

- Electrical service upgrade
- Electric meter—new, reset, or relocate
- Wiring/conduit—add, repair, replace, or relocate
- Temporary power pole
- Water heater—install, repair, replace
- Water piping system—add, repair, replace, or relocate
- Gas piping system (barbecue, fire pits etc)—add, repair, replace, or relocate
- Gas meter—new, reset, or relocate
- Gas leak—repair
- Furnace or heater, wall/floor—install, repair, or replace
- Forced air unit—install, repair, or replace
- Air conditioning—install, repair, or replace
- Re-roof
- Garage sale (no cost)

*The Eastern Office is located at 900 Lane Ave., Suite 200*

*Phone: 409-5995 or 409-5868*

*Hours: 8 a.m. to 4 p.m.*





## Assistant Planning Director is a New, But Familiar Face

Nancy Lytle may be a new face in our department, but she is no stranger to Chula Vista. Although Lytle spent the last 30 years of her professional life working and living in Northern California, the new Assistant Planning Director still calls Chula Vista home.

"My grandmother lived in Chula Vista, my father is a resident here, and I was raised here," says Lytle. "In fact, I went to F Street Elementary, which is very close to where the Planning and Building Department offices are now—just across the street." A graduate of Chula Vista High School, Lytle is thrilled to be living and working in the community she grew up in. "Chula Vista is a city of diversity and economic prosperity. For a planner, there is no more exciting work environment,"

As the Assistant Planning Director, Lytle has the responsibility of overseeing

the administration of the Planning Division. This includes supporting all boards and commissions and overseeing the planning permit processes and a team of 50 planners and technicians. Topping her list of goals for the Planning Division is automation.

"Currently, the department does an excellent job using technology to track building permits," observes Lytle. "The expansion of this automated tracking system to the planning permit processes will allow everyone to access project information quicker and more consistently. This will mean more timely information for applicants and the public."



Lytle brings a broad range of experience to Chula Vista. Her focus in recent years has been in redevelopment, most recently as a manager for the redevelopment agency in San Jose, CA. This experience, combined with her nearly 20 year career as a planner will be a great asset to our city.

"Nancy was the perfect candidate for our Assistant Director position. We are very fortunate to have her here," says Jim Sandoval, Director of Planning and Building.

Nancy Lytle welcomes the involvement of the public in the planning process and would like to hear your opinions about what the department is doing well and where we can improve to better serve the public. You can call her at 619-691-5101 or contact her by e-mail at [nlytle@ci.chula-vista.ca.us](mailto:nlytle@ci.chula-vista.ca.us). ■

### EVENTS *For time and location of these meetings, please call 619-691-5101.*

Oct. 3	Design Review Committee and Resource Conservation Commission Hearings	Nov. 2	Planning Commission Special Session on General Plan Update
Oct. 10	Public Information Meeting on General Plan Update	Nov. 7	Design Review Committee and Resource Conservation Commission Hearings
Oct. 12	Planning Commission Hearing	Nov. 9	Planning Commission Hearing
Oct. 17	Design Review Committee and Resource Conservation Commission Hearings	Nov. 21	Design Review Committee Hearing
Oct. 26	Planning Commission Hearing	Nov. 23	Planning Commission Hearing

### CONTACT

<b>Administration</b>	(619) 691-5101
<b>Building</b>	
Main Office	(619) 691-5272
Eastern Office	(619) 409-5868
Permit Information	(619) 691-5007
Code Enforcement	(619) 691-5280
Business Licenses	(619) 691-5272
Inspections	(619) 409-5434
<b>Planning</b>	
Zoning Information	(619) 585-5621
General Plan Update	(619) 409-5486